

Spring 2019

HUM 102-056: Writing, Speaking, Thinking II

Victoria Livingstone

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Humanities 102 (Spring 2019)
Writing, Speaking, Thinking
Mon. and Wed. 01:00 PM - 02:20 PM in FMH 314

Professor: Dr. Victoria Livingstone

Office Hours: Monday/Wednesday 11:30-12:30
& by appointment

Office: Cullimore 423

Phone: 973-596-5725

Email: vjliv@njit.edu

Course Format and Objectives

Prerequisites: Permission of the Humanities Department required. Entrance is determined by placement score or completion of HUM 101 with a grade of C or better.

Course Description

HUM 102 is an introduction to writing using both primary and secondary sources. While building on the skills you learned and practiced in HUM 101, HUM 102 asks you to develop research questions, find and cite sources, conduct your own primary research, and synthesize elements of research into coherent wholes. To do so successfully, you will be asked to understand and interpret sources and put them in conversation with each other, as well as correctly document and attribute them. Overall, the general purpose of this class is to set you up for research and writing success in your future courses, both inside and outside of your major.

Course Goals

During this course, you will:

- Explore and refine research topics
- Find, evaluate and choose sources effectively
- Practice writing from primary and secondary research, developing different types of research projects that use fieldwork, library, and online research methods
- Demonstrate knowledge of the conventions of bibliographic citation
- Demonstrate an understanding of intellectual property, plagiarism, and the importance of distinguishing between source material and one's own work.
- Draft, review, and revise multiple versions of a single writing project

Assignments & Assessment

Your work in this course will be assessed for each piece of your large (10-12 page) research project. Early individual parts of this project (proposal, annotated bibliography, and progress report) may be revised if you

- Go to the Writing Center to review the graded draft with a Writing Center Consultant. You are responsible to make the appointment with the Writing Center (slots will quickly fill up, so plan accordingly).
- Meet your deadlines—the original assignment—including drafts for in-class workshops—needs to be turned in on time.
- Turn in the original, graded draft along with the revision.

Additionally, you will receive grades for class participation, informal class writings, and presentations as the class progresses.

If, at any point in the semester, you would like additional feedback from me, I will be happy to meet with you during my office hours or at another mutually agreeable time.

Additional Instructional Points:

At this level, it is assumed that you have a basic understanding of grammar, sentence structure, spelling and punctuation. Hence, we will use these skills to expand and develop a more precise proficiency in

constructing arguments and conducting research. Working closely with these formats, we will gain important insights into how ideas and knowledge are currently generated, organized and disseminated within our society. *If your basic understanding of grammar, sentence structure, spelling and punctuation needs improvement, it is to your benefit to set up regular meetings (outside of class) with a Writing Center consultant to work on any/all of these areas.*

Required Texts & Supplies: Dr. Livingstone understands that textbooks are expensive. She has done her best to provide all of the course readings which will be available online or posted on Moodle.

The Purdue Writing Lab (formally the Purdue OWL): <https://owl.purdue.edu/>

A free *NY Times* e-subscription (available from the NJIT Library homepage)

A college-level **dictionary/thesaurus** (can be a free downloaded app)

A **notebook and writing instrument (pen/pencil)** to take notes in class

A **writing instrument that is a color other than red** to make notes on peer response papers

A **stapler (& staples)** to staple hard copy pages of assignments together to hand in

A **laptop computer/tablet** to work on writing drafts or doing research on select days in class (please let me know if you don't have a laptop/tablet to bring to class. Writing on a smart phone poses difficulties for most writers).

A **variety of research resources that you will find on your own** via NJIT's databases and library resources to complete your individual research paper.

Assignments & Assessment: your grade breakdown is as follows:

Assignment	Assessment
Class Participation <ul style="list-style-type: none"> Attendance, actively engages in discussion, informal class writings, peer review workshops & deadline management. Completes assigned homework by due date. 	15%
RESEARCH PROJECT	85%
<ul style="list-style-type: none"> Research Proposal 	<ul style="list-style-type: none"> 15%
<ul style="list-style-type: none"> Annotated Bibliography 	<ul style="list-style-type: none"> 20%
<ul style="list-style-type: none"> Progress Report 	<ul style="list-style-type: none"> 5%
<ul style="list-style-type: none"> Oral Presentation with Research e-Poster/Visual 	<ul style="list-style-type: none"> 10%
<ul style="list-style-type: none"> Research Report/Project 	<ul style="list-style-type: none"> 30%
<ul style="list-style-type: none"> Short writing assignments 	<ul style="list-style-type: none"> 5%

Grading and Grading Profile

Individual and group work will be evaluated according to NJIT's grading scale:

A = 90-100	B+ = 87-89	B = 80-86	C+ = 77-79	C = 70-76	D = 60-69	F = 0 – 59
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Assignments and Learning Outcomes

Participation, Punctuality and Attendance

You must be present to win—please make every effort to attend class. All students are expected to attend all regularly scheduled classes. See the NJIT attendance policy:

<http://www.njit.edu/registrar/policies/attendancepolicy.php>.

Attendance is critical to your success in this class. Participation in in-class activities, discussions, and workshops will contribute to your knowledge, ability, and performance. Participation cannot be demonstrated by chronic absences or sickness, similar to the professional world. At a minimum, this means showing up on time, being prepared, and contributing to class discussions. Your level of engagement with the material will subsequently impact how much you get from the class.

You may miss up to one week of class (2 classes) without penalty. Every subsequent unexcused absence will result in a deduction of participation points. **More than six unexcused absences (three weeks of the course) will result in the automatic failure of the course.** ****NOTE: if you are sick with the flu and/or something contagious and/or running a fever, please DO NOT COME to class and get everyone sick. Let Dr. Livingstone know, and she will try to work something out with you. You will need a doctor's note.**

Students who expect to miss classes because of religious observance must submit to their instructors a written list of dates that will be missed by the end of the second week of classes (per university policy). Students are expected to make up missed work within a week.

Attendance on workshop days is mandatory. If you know in advance that you will miss one of these days, please meet with me to arrange an alternative solution. **If your group does not complete reviewing everyone's assignment, you must find a time outside of class in which to meet to review each other's drafts.**

Please contact your classmates for missed work. Take 5 minutes to meet 3 people and get their contact information.

Name: _____ Phone: _____
Email: _____

Name: _____ Phone: _____
Email: _____

Name: _____ Phone: _____
Email: _____

Please Note: All assignments, readings, etc., must have been prepared prior to class meetings on due dates. You must have your drafts printed to participate in workshops. Revisions of work must be accompanied, when submitted for evaluation, by all prior drafts.

Assignment Submission

All assignments must be submitted in typed, hard copy (printed) AND through Moodle by the time class begins on the day it is due. Specific formatting guidelines will vary according to each assignment, so please follow the explicit guidelines found on individual assignment sheets. **All assignments must contain your full name, course name and section/time, have pages numbered and placed in the right order, and stapled together.**

Late Work

Late work will be severely penalized (one letter grade per day—not class—late). It is better to hand in an assignment you may not be happy with and revise it later than to hand it in late.

Technology

If you need to get a hold of me, email is my preferred method. I will respond to your NJIT emails within 48 hours (often sooner). Please plan accordingly. Remain to maintain an appropriate tone in all school-related correspondences. This means to include an appropriate SUBJECT line and your NAME in all emails. I will not respond to emails that do not include the sender's name. Please make sure you let me know your class section.

Course Etiquette:

- **Please come to class in a timely manner.** Tardy students are asked to enter quietly and not interrupt the class. Please do not share the reason you are late with the class. Disruptive members will be asked to leave.
- **Please silence all cell phones and other electronic devices upon entering the classroom. Should you inadvertently forget to silence your cell phone and it rings, please do not answer your cell phone in class.**
- **Laptops should only be open when we are drafting. For discussions and presentations, they should remain closed.** You will retain more information in your notes if you hand write them. While snapping a photo with your phone is an easy way to capture what is on the board, studies show that there is a connection between your physically writing and remembering.
- **You may not audio or videotape any part of any class without prior written permission from your instructor.**
- Please come to class prepared to **participate!**
- Please **do not bring food into the classroom unless you have enough to share** with the entire class. If you need to bring in something to eat for health reasons, please see me.
- You may bring in beverages (no alcohol—college policy). If you spill, make sure you clean it up.
- Please **treat all students and the professor with respect.** It is certainly acceptable to not agree with others, but it is unacceptable to use rude behavior and/or foul language.

Online Course Resources

Moodle (our Learning Management System)

Access to all assignments, some readings, and class forums will be provided via the course Moodle site, located at <http://moodle.njit.edu>. Please log into Moodle regularly to make sure you stay up-to-date with our class. Occasionally, students may get locked out of Moodle. Your professor cannot unlock this for you. Should this happen, please contact the Help Desk at **973-596-2900** or try to reset your password at: https://mypassword.njit.edu/cgi-bin/upr/passchange_default.php.

Academic Integrity

NJIT is an institution dedicated to the pursuit of knowledge through teaching and research. We expect our graduates to assume positions of leadership within their professions and communities. Honesty in your academic work will develop into professional integrity.

NJIT's Academic Integrity Code embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of the university and represents the highest possible expression of shared values among the members of the university community.

All assignments submitted shall be considered "graded work" and all aspects of your coursework are covered by the Code on Academic Integrity. All projects and homework are to be completed individually unless otherwise specified.

The full text of the NJIT's Academic Integrity Code is available for your review at <http://www.njit.edu/doss/code-student-conduct-article-11-university-policy-academic-integrity/>

Special Needs

Every attempt will be made to accommodate qualified students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations and/or contact Student Disability Services at 973-596-3420.

The Writing Center at NJIT, Central King Building—Room G-17

Spring 2019 hours: M-Th 10-7, F 11:30-4; <http://www5.njit.edu/writingcenter>

The Writing Center is available for **FREE 40 minute individual and group appointments** with professional and peer writing consultants both onsite. This resource is intended to help you to improve your communication and writing skills. Tutors can help with planning assignments, improving your writing, refining an essay or multimedia project, or other communication-based needs.

Generating Ideas Developing Arguments Working Through Drafts Revising Effectively
Any Level, Any Project, Any Class (including THIS class) ESL Students Welcome
Oral Presentations & Conversation Practice Personal Statements & Project Proposals

This is a free service. For more information on how to sign up for appointments, see the Writing Center's website: <http://www5.njit.edu/writingcenter/> or stop by.

Writing Assignments: Since this is a composition course, you are required to write an annotated bibliography/review of the literature, research proposal, progress report, and researched report/project which each student will present with a poster/visual. **Assignments must be handed in on time! Late assignments will drop 1 letter grade for each DAY [NOT CLASS] they are late. Assignments more than one week late will not be accepted.** You must revise papers in this course, so it is smarter to hand in a completed draft on time then revise it later. If you are absent, contact Dr. Livingstone and arrange to have someone hand in your work on time and post your work on Moodle.

FORMAT: All assignments must be typed/word processed, double-spaced, no "weird" margins/fonts (1 inch margins; 12 point Times New Roman). Assignments must be handed in printed on paper (no emailed copies) and in Moodle. Please number papers & STAPLE pages together. In the upper left-hand corner, please put your name, course name, time, section, professor's name, and date. All papers must have a creative title that gives your audience a clue about your subject matter. Make sure you spell check and proofread your work. Check for grammatical mistakes.

Please keep all drafts to hand in at the end of the term so you and I can monitor your progress. **Do NOT discard ANY work from this course! Keep your drafts in a safe place. Never hand in the only copy of an assignment. Always keep a copy for your files in case something happens and an assignment is misplaced. This way you will always have a copy of something as important as a college assignment.**

Out of class assignments must be word processed. Make sure you save your work on at least 2 places (hard drive/cloud/flash drive) so you always have a copy of your work. Make a print out of your paper before you turn off your system so if something goes wrong you only have to retype what you've written rather than going through the entire writing process again. Email a copy of your paper to yourself so you can access it from the writing center and other computer labs. **Update your computer virus protection weekly and do weekly virus scans of your computer.**

Writer's Memo: When you hand in your final drafts—and any subsequent revisions—of your papers, you **MUST** include a **brief [one page typed] business-like memo, addressed to me, which reflects how your writing process developed through the writing of the particular assignment.** Memos done for revisions must discuss **why you changed what you did and how peer groups, instructor comments,**

new research, etc. helped you revise your work. You should also discuss **what you learned** from writing each paper, **any difficulties you had** while writing the assignment, **what you thought about the assignment** (e.g. if you could change it, how would you do so?), how peer grouping/Round Robin helped/hurt you, etc. If any part of **your writing process** changed/altered while working on the paper, you should also comment about that in your memo. **Failure to include your writer's memo with your final drafts will drop your grade one letter per paper!** This memo is a way for us to communicate without requiring that you see me in a conference for each paper. Of course, you are welcome to set up a conference with me **in addition to writing the memo.**

Revision: You may revise your early assignments (Research Proposal, Annotative Bibliography/Literature Review, and Progress Report) if you would like to improve your grade (there won't be time for your Final Research Report/project and e-Poster/Visual). However, in order to have your revision accepted, **you need to do more than merely respond to my comments or corrections; must re-conceptualize your presentation** (e.g. the logic, sufficiency, and clarity of your argument and the sources you cite). **Revision can improve your grade; putting in the commas where I said they go does not constitute a revision. Revision means re-seeing and re-thinking along with re-writing! For revisions to count, you must make an appointment at the Writing Center and/or set up a conference with Dr. Livingstone.**

Conferences: If you have questions about your assignments, please come see me to talk about them. If office hours are not convenient, let me know and we'll work out another time to meet. You are welcome to visit Dr. Livingstone about any writing concern. I will also hold individual writing conferences at least twice during the semester.

PEER GROUP WORKSHOPS: What is a Peer Group? You will be randomly placed into small groups (3-4 students) called peer response groups. You will meet with your peer groups during class to discuss the drafts of the papers you will write for this course. Why? Most writers can benefit from some honest feedback from readers, and often writers form support groups to read and react to one another's work. Hearing reactions to your writing from more than one reader will help you judge the effectiveness of your work. Additionally, responding to the work of other writers will help develop your ability to read and revise your own writing. **Your drafts must be complete drafts in order for you to get credit for the peer group exercise. Peer workshop** days are not the time to brainstorm; rather, it is the time to have peers reflect on what you have already written and to help you progress to the next stage of writing—revision. This stage cannot be done if your paper is incomplete. If your paper is not finished on a peer group day, you will receive one absence for the class period. **It is critical that everyone be present and ready to participate on peer group days.**

PEER GROUP ETIQUETTE: There are no real rules to peer group workshops, but there is a certain etiquette. Please be familiar with the following information. You will be asked to find at least 3 items you liked about the paper and 3 items where the author needs improvement (with some suggestions from the group).

1. **Be timely.** That is, make sure that everyone's writing is given equal time. This is done by dividing the number of people in your group by the amount of time we will be spending on a particular day in our peer groups. If you manage not to respond to everyone's paper, it is the group's responsibility to arrange time outside of class to meet to finish the workshop. Think of how you would feel if you were the one whose paper wasn't critiqued. If you finish early, please use the extra time to go back and look at the drafts again.
2. **Be quiet when your work is being discussed.** If time permits, you may ask questions of your peers after everyone's work has been discussed. Just listen when your work is "on the floor."
3. **Be honest but POLITE & TACTFUL.** There is no value in demeaning a peer's work or in personally insulting a peer. Do your best to respond tactfully (as you would wish to be responded to by your peers). **Never say, "This sucks, what are you doing in college?" (or the equivalent).** If you can't find anything positive to say, ask Dr. Livingstone to assist the group.

4. **Do NOT tell a peer that his/her paper is “fine” and s/he does not need to change anything!!!**
 All writing can be improved upon. Take a look at the textbooks you bought for this semester. Notice how many of them are in the first edition. Most published textbooks go through many revisions. If professional writers can revise their work, all of our work can be revised.

Tentative Syllabus
(Subject to Change with Written Notification)

Week 1	W 1/23	Introduction/Syllabus; the importance of research
Week 2	M 1/28	What is Your Passion?; Thinking Tool: Choosing a Topic; Brainstorm Research Topics in Groups
	W 1/30	Concept maps; What is Research Writing?; peer reviewed articles Read: <i>The Craft of Research</i> Ch. 3 (posted on Moodle)
Week 3	M 2/4	From Research Topic to Research Question Read: <i>The Craft of Research</i> Ch. 4-5 (posted on Moodle)
	W 2/6	Create a Research Strategy Hand in: research topic (250 words)
Week 4	M 2/11	Writing a Proposal Proposal Assigned (start collecting research articles/literature for your annotated bibliography as you write your proposal)
	W 2/13	WRITING DAY to work on your Proposal—bring laptop or notebook to write in class
Week 5	M 2/18	Citation styles and plagiarism ROUND ROBIN WORKSHOP: bring one completed copy of your proposal (in hard copy) to class for a workshop. Failure to bring in a draft proposal will earn you an absence.
	W 2/20	Hand in draft of proposal (your grade will be dropped by a full letter grade if you do not hand in the draft on time) Writing conferences about proposals
Week 6	M 2/25	Writing conferences about proposals
	W 2/27	Getting Started with NJIT Library Research Guides Searching for Sources
Week 7	M 3/4	FINAL PROPOSAL ASSIGNMENT DUE (late papers penalized). Reading Research Articles Searching for & Evaluating Sources
	W 3/6	Evaluating Sources Annotated bibliography assigned
Week 8	M 3/11	Writing Annotated Bibliographies & Citation Styles
	W 3/13	Evaluating sources
		3/17-3/24: SPRING BREAK—NO CLASSES!!!
Week 9	M 3/25	WRITING DAY to work on your annotated bibliography—bring laptop or notebook to write in class
	W 3/27	PEER GROUP WORKSHOP: bring in 4 copies of the draft of your annotated bibliography to class to share with small groups of students. You need to bring in completed drafts and you need enough for each person to have a copy. If you

		do not come in with 4 copies of a completed draft, you cannot participate and will be marked absent.
Week 10	M 4/1	Annotated Bibliography with Writer's Memo due Assign Final Research Paper and Assign Progress Reports
	W 4/3	WRITING DAY to work on your Research Paper—bring laptop or notebook to write in class
Week 11	M 4/8	WRITING DAY to work on your Research Paper—bring laptop or notebook to write in class ** LAST DAY TO WITHDRAW FROM CLASSES WITH AN 'W' **
	W 4/10	ROUND ROBIN WORKSHOP: bring one completed copy of your Proposal (in hard copy) to class for a workshop. Failure to bring your completed proposal will earn you an absence Assign e-Poster Research Poster & Visual Arguments
Week 12	M 4/15	Draft of research paper due: Writing conferences
	W 4/17	Writing conferences
Week 13	M 4/22	Progress report due. You do not need a writer's memo with this assignment, since you will cover any issues in the progress report. Please staple all pages to hand in and post a copy to Moodle. WRITING DAY to work on your Research Paper—bring laptop or notebook to write in class
	W 4/24	Presentations
Week 14	M 4/29	Presentations; final research paper due
	W 5/1	Presentations
Week 15	M 5/6	Presentations/Course Wrap-Up: THERE IS NO FINAL EXAM IN THIS COURSE! We will not meet for a final exam UNLESS we do not finish the presentations by today.